

TRAINING AND DEVELOPMENT ADMINISTRATOR, HHSA

DEFINITION:

Under general direction, to manage an employee and/or organizational development program for a large agency through subordinate professional and supervisory personnel; to design, develop and implement major organizational change development projects; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the management class responsible for the management of a comprehensive staff development function of the Health and Human Services Agency. Incumbents manage and coordinate the delivery of training through subordinate supervisors and professional training staff, and are principally involved in the management and planning of training programs and in the development and implementation of major organizational change and/or development projects.

EXAMPLES OF DUTIES:

Manages the training function by establishing internal operating policies, approving all training and development program requests; develops criteria for contracted training and development services; solicits and reviews bids; negotiates standards; formulates, processes and monitors contracts, and evaluates effectiveness of contracted services; serves as liaison between local and state human services facilities to coordinate program training; provides professional advice and assistance on agency's staff development, training activities and programs; provides staff development leadership, expertise and training to agency managers and supervisors; compiles and reviews data for writing manuals, handbooks and training materials; identifies and determines training needs and develops programs to implement major organizational change and/or development projects; facilitates committees to develop organizational change policies and procedures; works with professional organizations and other agencies on training technology projects and/or cooperative efforts; assembles training information and ensures the maintenance of central training records; prepares the departmental training budget; coordinates the tuition reimbursement program; coordinates the placement and training of graduate students in the department; hires, evaluates, assigns, and supervises the work of subordinates; and collaborates and coordinates training programs/classes with other county departments.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles, techniques and trends of training in the field of health and human services.
- Principles and theories of organization development and training technologies.
- Course and training program development, planning, design, implementation, coordination and evaluation.
- Design and use of printed instructional material and audio-visual aides.
- Principles of group dynamics.
- Supervision and personnel management.

General Knowledge of:

- County budget process.
- Contract negotiations.

- County training policies.
- County tuition reimbursement policy.
- County purchasing policies.
- County and department structure.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Communicate effectively in oral and written form.
- Supervise, train, direct, and evaluate subordinates.
- Exercise effective leadership and interpersonal relations.

EDUCATION/EXPERIENCE:

Education, training and/or experience that demonstrate possession of the knowledge, skills and abilities stated above. An example of education/experience is:

1. A bachelor's degree from an accredited college or university in education, psychology, social work, business administration, public administration or a related field; AND,
2. Three (3) years of professional experience providing training and/or development programs for a large health and human services agency or large public or private organization.

Note: A master's degree from an accredited college or university in education, psychology, social work, business administration, public administration or a closely related field may be substituted for one (1) year of the required experience above.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).